



NATIONAL  
CHURCH OF ENGLAND  
ACADEMY



WELCOMETO  
NATIONAL CHURCH OF ENGLAND ACADEMY



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# Principal's welcome

Congratulations on gaining a place at the National Church of England Academy. I believe that not only do all students deserve the highest standard of education possible, but also that every student should work hard, support our community and make the most of the opportunities which come their way. This is something we insist upon here. We have extremely high expectations of all of our students and for the entirety of your education here you will be supported and challenged to do your very best.

In year 7, you will have the opportunity to build on what you have already achieved in key stage 2. Education at National is not only about striving for academic excellence, it is also about developing you as a whole person. We are interested in who you are and will support you to grow and develop as a person.

At National, our vision is to ensure that all members of the community experience 'life in all its fullness' (John 10:10). As a Church of England academy, we believe that everyone is a child of God, created in his image and with the potential to grow into his likeness.

- Our role as an academy is to create a place of learning where:
- you are engaged on a joyful lifetime of learning
  - you are uniquely valued
  - your gifts, the potential you have and your spirituality are nurtured and developed
  - the academy community is welcoming for those of all faiths and none

We believe in providing opportunities for all of the children here to develop as children of God – to deepen their learning, develop their sense of identity and become active members in the wider community.

National Church of England Academy was graded as 'Good' at the last OFSTED inspection and our SIAMS inspection, which inspects the Christian aspects of the academy, was judged to be 'Outstanding'. Whilst these are great achievements and the reports will tell you quite a lot about your new academy, you will quickly come to understand that there is so much more to National than reports and we hope you see and feel why it is such a popular choice with so many students and parents.

We are all looking forward to working with you but in the meantime try to relax over summer. Remember that when you arrive you will be supported to settle in, get organised, meet the staff who are there to care for you and start learning.

**Mr M Brailsford**  
Principal



# Key dates and timings

**Transition provision**  
For year 7 students joining us at the beginning of the 2020-2021 academic year, we host a three-day transition experience to support our new students as they become acclimatised to a secondary education environment. On 1-3 July 2020 we invite students to attend the academy. During this time, students will participate in teaching and learning through taster lessons, join their Home Group and, on the third day, follow a timetable and navigate the site independently. Parents will be invited into the academy community with a welcome evening on 14 July 2020.

To help with the transition process, our 'Big School Buddies', who are current year 7 students, visit our primary feeder schools to meet students moving up to National. This provides a valuable opportunity for them to share their experiences of being in a new academy, and give upcoming year 6 students the chance to ask questions.

**First day**  
On Thursday 3 September 2020 the academy re-opens for the start of the academic year. Students should arrive at the academy by 8.35am and make their way straight to the Canon Williams Hall. Year 11 students will be at the academy entrance to look after new students and guide them to the right place.

During the morning there will be a variety of induction activities – timetables and planners will be distributed, together with information about their first day at National. Students will also spend time with their year 11 buddies, their 'aunties and uncles', for a relaxed chat - the start of a supportive partnership.

**The academy day**  
All students are expected to be on site by 8.35am - learning starts at 8.40am with lesson 1. During the day there are 6 x 50 minute lessons with a morning break of 20 minutes and a lunchtime break of 40 minutes. The formal academy day currently ends at 3.15pm, although there are a wide range of activities to get involved in after lessons finish.

## Upcoming holiday dates

Holiday	First day of closure	Academy re-opens
Summer 2020		Thursday 3 September 2020
Advent - mid-term	Monday 19 October 2020	Monday 2 November 2020
Christmas	Monday 21 December 2020	Monday 4 January 2021
Lent - mid-term	Monday 15 February 2021	Monday 22 February 2021
Easter	Friday 2 April 2021	Monday 19 April 2021
Pentecost - mid-term	Monday 31 May 2021	Monday 7 June 2021
Summer	Monday 26 July 2021	



# Vision and values

**All members of the academy community experience ‘life in all its fullness’ John 10:10.**

Our academy vision is that all members of our community experience ‘life in all its fullness’ and live life through our six core values.

At the National Church of England Academy, we strive to develop understanding of our six core values, set within a Christian framework, so students may move on in life to contribute positively to the common good of the whole human community and its environment.

Our academy should be a place where:

- young people and adults alike are engaged on a joyful lifetime of learning
- each person is uniquely valued
- the gifts, potential and spirituality of everyone in our community are nurtured and developed
- the academy community is a welcoming place for those of all faiths and none

Spiritual, Moral, Social and Cultural development (SMSC), including the promotion of British values, is embedded throughout all aspects of academy life.



# Academy values

Our academy values are Achievement, Respect, Charity and Humility: an ARCH, underpinned by the two pillars of Wisdom and Service and held together by the Keystone, placing God at the centre of our academy.

## Achievement

We believe we have each been given unique talents and abilities and we want everyone in our community to use these as fully as possible: academically, and also in the arts, music and sport.

*‘I can do all things through Christ who strengthens me’ (Philippians 4:13)*

## Respect

By respecting others, the environment and ourselves, we can help to create a better society.

*‘Show respect for everyone’. (1 Peter 2:17)*

## Charity

This means generosity of spirit: giving our time and energy to others and seeing the potential for good in others.

*‘Do not forget to do good and to share with those in need’. (Hebrews 13:16)*

## Humility

True humility is about greater self-awareness. We admit our limitations and recognise the strengths and talent of others.

*‘In humility value others above yourselves’. (Philippians 2:3)*

## Wisdom

Wisdom is a way of understanding things which enables us to see what is true or right, using what we learn unselfishly.

*‘Blessed are those who find wisdom, those who gain understanding’. (Proverbs 3:13 NIV)*

## Service

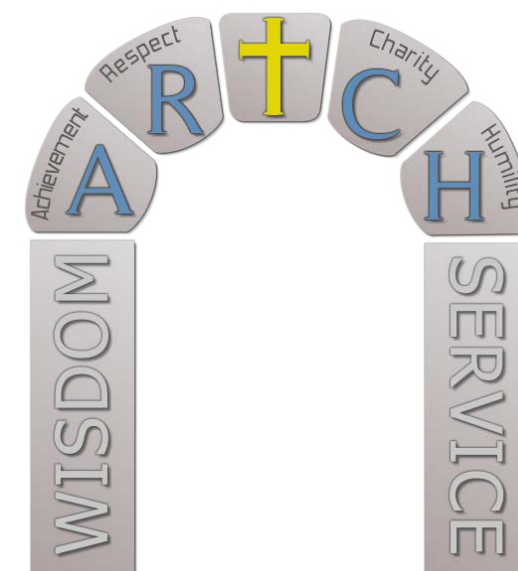
For Christians, everything we do is in service to God. Whether Christians or not, the idea of service should be central to everything we do.

*‘Never be lazy, but work hard and serve the Lord enthusiastically’. (Romans 12:11)*

## Keystone

At the National Church of England Academy, it is God as seen in the life of Jesus and as experienced today through the working of the Holy Spirit who is the keystone holding our community together.

*‘Anyone who listens to my teaching and follows it is wise like a person who builds a house on solid rock’. (Matthew 7:24)*





# Uniform and equipment

Correct academy uniform should be worn at all times by our students.

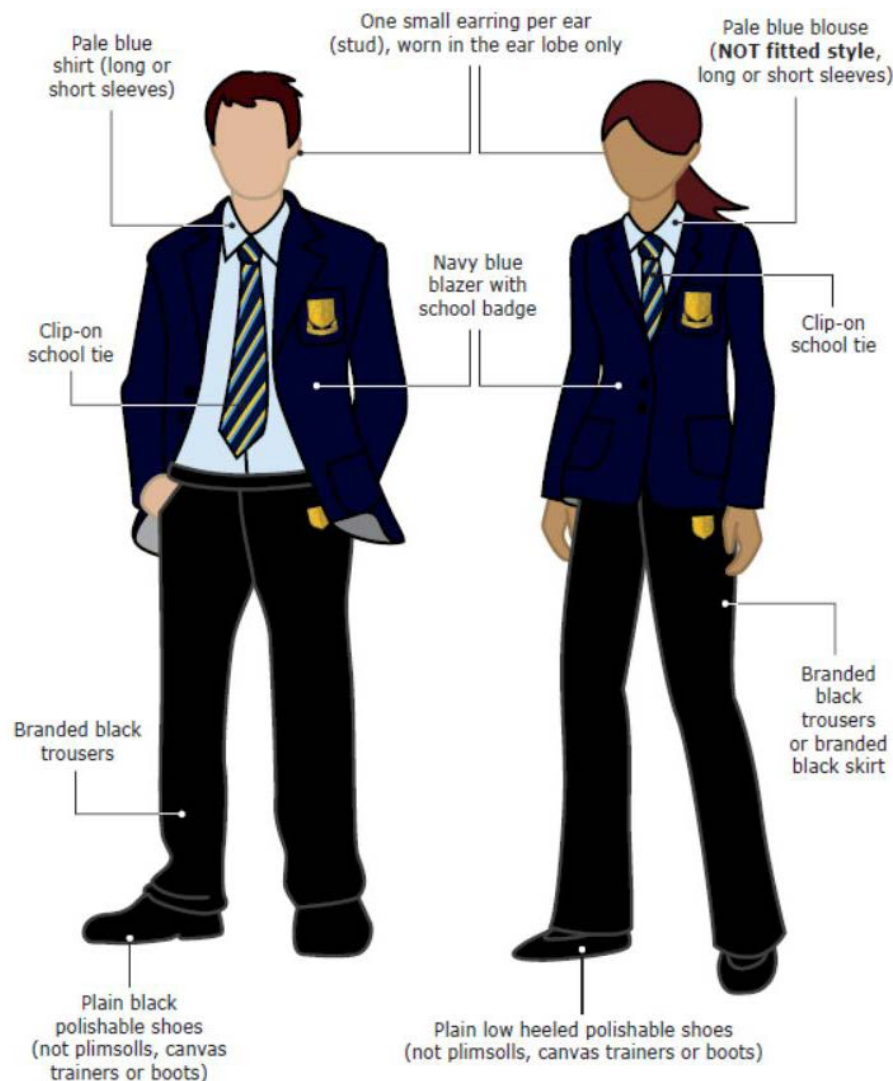
We want every individual to take pride in their appearance, and be proud to be part of the academy community.

Maintaining a good standard of uniform and general appearance are key skills that students will be able to apply into their professional lives in the future as they move into employment.

## Academy uniform

- navy blue blazer with academy badge
- pale blue shirt
- (long or short sleeves)
- clip-on academy tie
- branded black skirt or branded black trousers
- plain, low heeled polishable black shoes
- (not plimsolls, canvas trainers or boots)

Appropriateness will be at the discretion of the academy. The general principle of this is that if the attire would not be appropriate professional wear in a business environment, then it would not be appropriate for students.



## Physical education uniform and kit

- navy/sky reversible rugby shirt with academy logo or navy/sky/white hoodie shirt with academy logo
- navy jogging bottoms with academy logo
- navy/sky sports socks
- navy /sky/white shorts with academy logo
- navy/sky/white polo shirt with academy logo
- trainers and football boots

### Health and safety equipment:

- all students must have shin-pads and gumshields

### Optional equipment

- wind proof jacket (wearing of this and jogging bottoms at staff discretion; weather dependent)
- hooded tops are not permitted under any circumstances and do not constitute as outerwear

## Jewellery and hairstyles

- rings are not permitted
- one small earring per ear (stud), worn in the ear lobe only, which must be removed for PE
- other piercings are not allowed
- one wrist watch is permitted. Watches must be removed for PE. Smart watches are not permitted
- hairstyles must not attract undue attention to an individual and must only be natural colours and mainstream styles. Staff discretion will apply
- lightly applied natural looking make up only. No false eyelashes or hair extensions are permitted
- artificial nail extensions/coverings of any type are not permitted. There are health and safety concerns associated with these, especially regarding physical activity

## Coats and outerwear

- must be worn over the academy blazer
- hoodies are not permitted
- high visibility clothing for safety, in winter, or on bikes is actively encouraged

## Essential equipment

The following equipment is essential and all students should bring to the academy every day:

- planner - provided by the academy - used to record timetables, homework and notes. This



- is a valuable communication tool for parents to provide information to teachers, and for teachers to feedback to parents
- pencil case - including pens, pencils, ruler, rubber, pencil sharpener

## Mobile phones and technology

Mobile phones are not to be seen, heard or used in the academy. Under no circumstances should a student use a mobile phone on the academy site.

Students can contact parents in an emergency by asking at house reception. Parents/carers can contact students via House Reception (ext 156 or 157).

If a student has a mobile phone, iPod (including headphones), smart watch or other electronic device and it is seen or heard by a member of staff, it will be confiscated and locked in the safe until a parent/ carer can collect it from main reception. Future instances will result in further sanctions.

**It is best not to bring any valuable items to the academy in case they get lost.**



# Travelling to the academy

## Bus passes

Should your child require a bus pass, a form can be downloaded from the Nottinghamshire County Council website, [www.nottinghamshire.gov.uk/education/travel-to-school](http://www.nottinghamshire.gov.uk/education/travel-to-school) or alternatively telephone their Transport line (0300 500 80 80). Your child's primary school may also be able to provide an application form.

## Car parking

For the safety of our students, if you wish to bring or collect your child by car, please do not park, drop off or pick up within the academy grounds. Please do not park near the ambulance station as this restricts emergency access. Please be aware that the areas immediately to the right and left of the academy gates are used by buses. **Therefore, please drop off between Tesco Express and the pedestrian crossing.**

**Please note, should you require your child to leave before 3.15pm, they will need to be collected from the academy reception. In this scenario, visitor parking is available.**

## Travel by bicycle

Students are encouraged to cycle and there are areas set aside for bicycle storage. Parents should check that students all wear a helmet, that they wear reflective clothing and that the bicycle is in full working order, including lights for the winter months.

Students should ensure that their bicycle is locked up securely; we advise that it is also security marked. Students should not share padlocks, as this causes a problem when one student needs their bicycle urgently and the other person has the key!

# Payment information

Since April 2017 the academy has not accepted cash payments for items such as trips, revisions guides, etc. This is to remove the need for students to bring cash into the academy.

## Online payments

Log on to [www.squidcard.com/support/parents](http://www.squidcard.com/support/parents) for information about this method of payment. Your Squid account will become active from mid September 2020, and all students will be issued with log in details automatically. We will write to you with details of your 16 digit sQuid registration number and 3 digit security code. You will be able to 'load' money via sQuid for meals at the academy, together with trips and activities. Please ensure that all funds are paid into the correct 'wallet'.

By prior agreement, you can send monies by bank transfer or cheque for trips and revision guides. Please note, this facility is not available for catering.

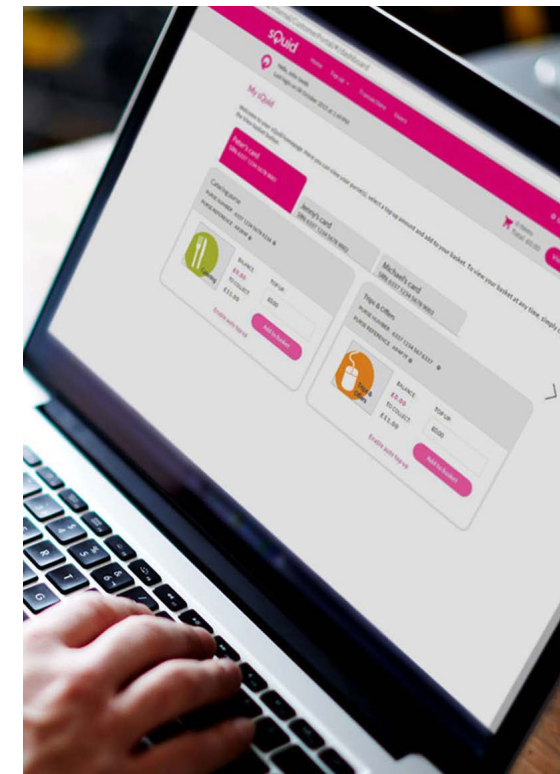
Cash will ONLY be accepted for donations on non-uniform days and in other ad-hoc instances where the academy instructs that this is an option.

## Dining room cashless system

We use a biometrics payment system in Archie's to ensure efficiency at the till point. All students and staff have a biometric fingerprint image taken. When scanned, their fingerprint is matched with the unique digital signature held in the database.

Students' fingerprint images will be taken on their first day in September and they will be given training on how to use the system.

Please note, ordinarily, no cash can be accepted in Archie's. However, during the three transition days in July, students will be encouraged to purchase food and drinks from Archie's and they will be able to pay with cash. We recommend that students bring between £2.50 and £4.00 per day if they wish to purchase food and drinks in Archie's.





# Support and guidance



# Support and guidance (continued)



### Pastoral system and home-groups

To help our students achieve their potential, the academy places great emphasis on providing a dedicated support system covering pastoral care and assistance for specialist educational needs. We want students to feel safe, secure and supported for the benefit of their learning.

The academy is organised on a house basis with twelve home-groups in each of the four houses (Chester, Lincoln, York and Worcester). Each house has a designated Head of House and Assistant Head of House.

The pastoral system at National is organised into vertical tutor groups, meaning that all students (and staff) are members of one of the four houses throughout their time at the academy. Within these houses are home-groups containing students from all year groups reflecting our commitment to family values. As a result, relationships grow within and across the year groups. Older students are encouraged to take on more responsibility and become peer mentors for younger students.

Home Groups meet once a day with their personal tutor. Activities include house assemblies, thought for the day, academic mentoring, peer mentoring, literacy and numeracy together with administrative tasks. All students contribute to the smooth running of the home-group and all individuals have the opportunity to take on a responsibility to assist their personal development. This includes roles such as message monitor, notice board monitor, charity leader or reading buddy.

### House groups

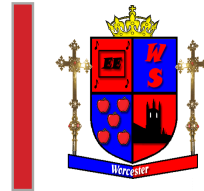
During students' time at National, they will be part of one of our four houses. There is the opportunity to get involved in a variety of inter-house activities and the houses provide support, continuity and belonging.



**York house**  
Head of House:  
Mr Gilham



**Chester house**  
Head of House:  
Mrs Hopkin



**Worcester house**  
Head of House:  
Mr Beaver



**Lincoln house**  
Head of House:  
Ms Craven

### Special educational needs and disabilities

The academy aims to support all students with SEND (Special Educational Needs and Disabilities) through provision that provides reasonable adjustments to cater for individual learning needs. This support is further enhanced by the delivery of a range of training opportunities for all staff relating to a variety of SEND. We offer a graduated response to ensure needs of learners are met either in class, through small groups or on a one-to-one basis.

Any support or provision that is additional to and/or different to our standard provision, is supported with SEN S (SEN Support) provision or Education and Healthcare Plan where appropriate and close and effective relationships with outside agencies are maintained and nurtured. Our inclusion faculty are focused on developing self-confidence, independence and self-esteem to enable all students to overcome any potential barriers to learning.

Our team of highly trained teaching assistants and learning mentors work with the needs of students in mind, ensuring the curriculum can be accessed by all.

### Counselling service

The academy also offers a confidential counselling service for students which is run by a qualified counsellor. Students may need support with various relationships, friendships and bullying, family issues, bereavement, loss and many other conditions such as anxiety and stress - this service can support them through such challenges. Students can access this service through their personal tutor, the house achievement leader or by attending one of the numerous 'drop in' sessions that are available each week. Further to this, we also partner with the Tootoot service to support the safeguarding of all students - see **page 16** for more details.



# Life at National Church of England Academy

A snapshot of our curriculum and enrichment opportunities on offer to support the development of personal skills and new friendships.





# Safeguarding and pastoral care

At the National Church of England Academy we take safeguarding very seriously and ensure that all students are safe at the academy - this is everybody's responsibility. Together with providing exceptional pastoral care, we are proactive in ensuring all students have information and knowledge to keep them safe at the academy and online. At the beginning of each year, we work closely with students to emphasise the importance of e-safety. We provide a range of methods for communicating with us if they have any concerns. Students are briefed on who the safeguarding team are, and the fact that they can approach any adult. All staff have extensive training on all safeguarding aspects, including the Prevent Duty.

We are proud that we have a range of support packages to assist students with any pastoral concerns they might have. These include:

- personal tutor/ co-tutor
- Head of House
- trained peer mentors
- the 'Big School Buddy' and 'Aunties and Uncles' transition programme
- 'Listening Service' scheme including the academy chaplaincy team

Please speak to your child's tutor should they want to access any further support.

The designated safeguarding lead within the National Church of England Academy is Mr Llewellyn, and Miss Hall is the deputy lead. To contact them directly, you can call the main switchboard number **0115 963 5667** or find their email addresses at the back of this booklet.

## Tootoot

Further to the above, we are partnered with Tootoot – the student e-service. It is a safe and secure web-based safeguarding tool, which allows our students to report any issues, incidents or concerns in an anonymous, confidential and discrete manner. These individual cases are monitored, managed and resolved by your child's head of house within the academy who are notified immediately by email. Tootoot reduces the friction and stigma attached to the reporting of such incidents, and ultimately provides us with the tools required to track, monitor and resolve cases efficiently.

The academy has a comprehensive safeguarding policy and takes all disclosures made by students with the utmost seriousness. Ofsted have stated that "pupils feel safe in our school and are taught how to keep themselves safe in the wider community". Students regularly comment that they feel safe in the academy and incidents/concerns are dealt with swiftly.

# Anti-bullying commitment

## **The Department of Education defines bullying as:**

*'...behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because the child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children or perceived differences.'*

Students report that there is very little bullying at the academy, but there is the potential that this can happen. Most incidents start with teasing, name calling and when friends fall out with each other. Social media is often a cause of this - therefore it is essential that parents and carers ensure their children use social media responsibly outside of the academy.

There are lower age limits on most social media channels - help support your children to stay safe by being aware of these limits and monitoring their usage. Though we educate children on social media responsibility and safety, it is not our responsibility to manage how students use this in their own time - if it is used to bully a student outside of the academy day, we suggest contacting the police for advice. We recommend limiting your child's exposure to social media at this age.

## **What should I do if my child says they are being bullied?**

- stay calm. Listen carefully to what your child has to say. There will be a second side to the story!
- ask them the question - 'does your tutor know'?
- ask them to record the incident on Tootoot
- encourage them to have a conversation with their tutor the following day
- the tutor (or Head/Assistant Head of House) will contact you to keep you informed

A variety of strategies are used to combat such issues. The academy has a number of trained peer mentors to help students. There is also advice and information about bullying during personal development lessons, and students may also speak with the academy counsellor if they need further support.

If you ever have any concerns, please ensure that you contact the tutor as soon as possible. We take every allegation seriously and want our academy to be as safe, welcoming and comfortable as possible for **all students**.

For more information on our approach to safeguarding and how we deal with bullying, our policies around these can be found on the academy website ([www.nationalce-ac.org.uk](http://www.nationalce-ac.org.uk)). The website also contains several practical guides for parents to support parents and carers with issues surrounding e-safety and cyber-bullying.

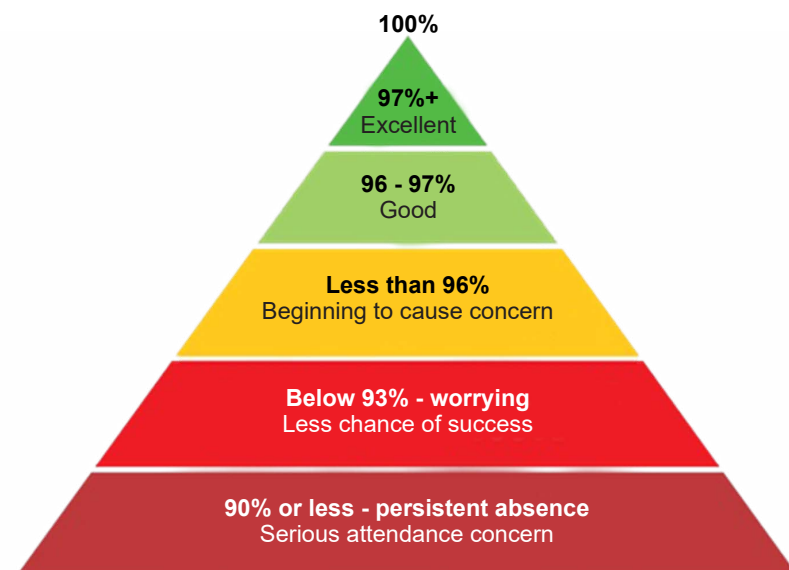
We also strongly recommend that parents/carers and students alike familiarise themselves with the following websites:

- [www.nspcc.org.uk](http://www.nspcc.org.uk) - contains a very useful online safety section
- [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents)
- [www.safeinternet.org.uk](http://www.safeinternet.org.uk)

You can contact your child's tutor by email using their first initial followed by their surname @nationalce-ac.org.uk. For example, you could contact Mr J Bloggs at [jbloggs@nationalce-ac.org.uk](mailto:jbloggs@nationalce-ac.org.uk).



# Attendance and punctuality



## Attendance

We expect the highest levels of attendance possible - better attendance means better learning, and ultimately, higher achievement for our students. Our academy expectation is to have all students achieve a minimum of 97% attendance and ultimately aim for 100% attendance and punctuality. Evidence may be required to support days off due to illness for these to be authorised. We do not authorise absence due to holiday in term time.

### Parental requirements

All parents/guardians should:

- provide up to date contact details
- ensure their child attends the academy regularly and punctually, as is their legal duty as parents
- contact the academy on the first and each subsequent day of absence, unless a definite date of return is known
- ensure their child arrives on time and well prepared
- arrange medical appointments before/after the academy day, or after period 5 where possible
- contact the academy whenever any problems occur that may affect their child's attendance or performance
- access their child's record via PARS Insight and contact the academy on **0115 963 5667** with any queries regarding attendance

### Student requirements

We require all students to:

- achieve the academy target of 97%
- arrive on site by 8.35am and to be punctual to all lessons
- inform their tutor of any problem or reason that is known in advance and may prevent their attendance
- inform a member of staff if they need to leave the academy grounds for any reason during the academy day
- students must be signed out in student reception and must be collected by a parent or guardian in this instance

## Punctuality

We expect all students to be punctual for the start of the day and for all lessons. Apart from very occasional circumstances, there is no reason for students to be late for school. If a bus does not run on time, students will not be penalised; we use a 'bus late' code for the register if this does happen.

Our academy day begins at 8.35am with the first lesson starting at 8.40am. 'Late gate' monitors student arrivals to help us to monitor punctuality and to reinforce good habits.

**Good attendance + punctuality = good achievement**

# Absence and holidays

## Reporting an absence

If a student is unwell or has to stay at home for another reason, on each day of absence please telephone the academy on 0115 963 5667 ext.106 at the earliest opportunity.

If you child has an appointment (i.e. dental) on a specific date, please make a note in your child's planner with the details, including who will be collecting your child from main reception, and supply a copy of the appointment letter/ card. Though again, please try and arrange this for before or after the academy day, or after period five.

If your child is not at the academy by the start of lesson two which begins at 9.30am, parents will receive an automated text message unless we have been contacted to inform us of their absence.

## Holidays

Parents and guardiuans are not entitled to remove children from the academy for holidays as a right. The academy will not authorise absence during term time unless there are exceptional circumstances. These circumstances are:

- where families are service personnel
- where family needs to spend time together to support each other during/after a crisis
- other compassionate circumstances confidentially shared with the academy

Parents/carers may apply for exceptional leave of absence by writing to the Principal at least four weeks before the planned absence (including before the planned holiday is booked). Holidays will not be granted retrospectively, based on an existing booking. The application letter must outline precisely what the exceptional circumstances are. However, the academy will not authorise holidays in term-time based solely on a parent/carer being unable to book holiday time to correspond with the academy holidays.

The Local Authority Code of Conduct for issuing of Fixed Penalty Notices will be followed in cases of holidays taken without prior authorisation. Nottinghamshire County Council now require all unauthorised absences of three days or more in a six week period to be issued with a penalty notice.

The academy's policy on attendance is available through our website and is aligned with Nottinghamshire County Council's guidelines.





# Progress and rewards



## Progress

The review of the progress of every student at the National Church of England Academy is an integral part of the teaching and learning process. It is through this review that we can gauge the current progress of each student. Where progress is below expected levels, we will work with students and their parents/carers to take action to ensure this is improved.

During each academic year, for all students, in every subject we will:

- review and report on progress, attitude to learning and homework at least twice per year (more for some year groups). This will include targets to drive improvement
- provide opportunities to meet staff to discuss student progress. The timings of these meetings vary for each year group, and we will publish the dates at the start of each academic year. These are known as AMP (Achieving My Potential) evenings
- set targets for the end of year 11 in year 10 and 11

## Rewards

There are many opportunities to reward students. Here are a few examples:

- high standards of achievement
- excellent effort and/or attendance
- significant improvements in attendance, effort or work
- community activities, such as helping to run charity events
- caring for others
- contributing to the ethos of the academy, such as taking part in worship or charity events

Rewards come in many forms, such as:

- praise
- feedback written by the teacher on a piece of work
- postcard or letter home
- credits and certificates
- participation in Achievement Evening

Students will be rewarded with credits for positive attitudes, learning and modelling one of the ARCH values. These credits will go towards a variety of incentives such as certificates, lunchtime passes and prize draws. Staff also award ‘Star of the Lesson’ at the end of each session where texts are sent home to parents/carers. Further details can be seen in the climate for learning policy, available through the academy website.

# Behaviour and sanctions

If student behaviour falls below our expectations, sanctions are used to signal that this is unacceptable and to encourage students to make better choices in the future; our climate for learning policy clearly outlines what we require from students in order to allow teaching and learning to take place smoothly.

We expect all students at the academy to:

- arrive promptly and participate fully in all sessions/lessons
- arrive with all required equipment
- avoid any examples of low-level disruption that hampers teaching and learning
- complete all homework on time and to the best of their ability

There is a Behaviour for Learning ladder in operation in each classroom, which is clearly explained to students. The ladder operates as follows:

Level 4	1. On Call 2. Debit ( - 3) 3. Contact home – verbal 4. Further sanction
Level 3	1. Removed to faculty On Call 2. Debit ( - 2) 3. Contact home – verbal 4. After school detention
Level 2	1. Move seat 2. Debit ( - 1) 3. Contact home 4. Possible sanction by subject leader
Level 1	Clear warning

**PLEASE NOTE:**  
leaving lessons  
without permission  
is not allowed.

Level 1 is a clear warning, level 2 a debit and contact home, level 3 is contact home with a sanction and level 4 results in being removed from the lesson and an after-academy faculty detention.

For more serious disruption to the teaching and learning, students may be placed in the isolation room in order for them to reflect on their action and to complete a piece of reflective work outlining how such incidents can be avoided in the future. Parents will be expected to attend a meeting with the Head of House or a member of the Senior Leadership Team to discuss the matter.



# Communication with parents and guardians



### ParentMail

ParentMail is the sole method the academy uses to communicate with the homes of our students. It is a digital resource that has replaced traditional communication such as letters, allowing staff to contact individuals or groups of parents/carers effectively and economically.

There is a free mobile app, available to download on iOS and Android which allows you to pick up messages and notification instantly. Through this app, there is the ability to complete forms for trips, give consent and permissions, book slots for parents' evenings and more besides.

Accordingly, it is vital that you supply us with an accurate e-mail address.

Parents/carers who do not have access to a computer or internet access will continue to receive communications in hard-copy.

### Other ways to stay informed

Together with ParentMail, our academy website and social channels are great sources of information and well worth keeping an eye on. Our website contains a huge amount of information and access to academy resources such as policies, our academic year calendar and details of curriculum and enrichment. Parents can also access a range of information and updates on their children through PARS Insight, for which they will receive log-in details.

For more informal news updates that help to give an overview of life and achievements at National, our Facebook and Twitter pages are regularly updated with features that we know parents, carers, students, staff and our general supporters love to see.

To like our Facebook page or follow us on Twitter, visit:

- [www.facebook.com/NatCofEAcademy](https://www.facebook.com/NatCofEAcademy)
- [www.twitter.com/NatCofEAcademy](https://www.twitter.com/NatCofEAcademy)

# Useful contacts

<b>Main switchboard number</b>	0115 963 5667
<b>Absence line</b>	0115 963 5667 ext.106
<b>Website</b>	<a href="http://www.nationalce-ac.org.uk">www.nationalce-ac.org.uk</a>
<b>General email</b>	<a href="mailto:adminoffice@nationalce-ac.org.uk">adminoffice@nationalce-ac.org.uk</a>

### Key staff members

<b>Principal</b>	Mr M Brailsford
<b>Chair of Governors</b>	Mrs K Cowley
<b>Safeguarding lead</b>	Mr D Llewellyn
<b>Safeguarding deputy</b>	Miss M Hall
<b>Business Manager</b>	Mrs R Richardson
<b>Transition lead</b>	Mrs K Soltysik
<b>SEN Co-ordinator</b>	Mrs C Stones
<b>Admissions Officer</b>	Mrs L Heath

To email a member of staff directly, use their first initial followed by their surname @nationalce-ac.org.uk. For example, you could contact Mr J Bloggs at [jbloggs@nationalce-ac.org.uk](mailto:jbloggs@nationalce-ac.org.uk).

### Heads of House

<b>Chester</b>	Mrs E Hopkin/Mr K Mistry
<b>Lincoln</b>	Miss S Craven
<b>York</b>	Mr J Gilham
<b>Worcester</b>	Mr J Beaver

### Assistant Heads of House

<b>Chester</b>	Mr L Saunders-Johnson
<b>Lincoln</b>	Mr A Richardson
<b>York</b>	Mr C Crossland
<b>Worcester</b>	Mr K Barnett







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